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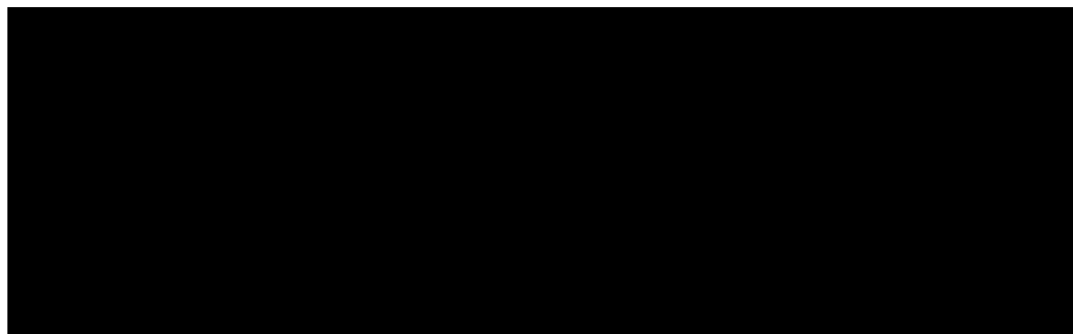
**Office Memorandum • UNITED STATES GOVERNMENT**

TO : Assistant Director of Logistics

DATE: 16 June 1955

FROM : Chief, Administrative Staff

SUBJECT: Weekly Activity Report

1. GENERAL

STATINTL

2. PROJECTS AND STUDIES IN PROCESSa. Logistics Supervisory Training Program (continued item)

A certificate of completion has been prepared for each Logistics employee who attended the full Logistics Supervisory Training Program. This certificate will be included in each employee's official personnel folder.

b. Survey and Inventory of Armed Forces Training Facilities  
(continued item)

Mr. [REDACTED] Supply Division, has been nominated to attend the Armed Forces Packaging School in Toledo, Ohio in July 1955.

3. OTHER ITEMS OF INTERESTa. Personnel Report (continued item)

Personnel statistics for the week ending 16 June 1955 are as follows:

| <u>Personnel Ceiling</u> | <u>On-Duty Strength</u> | <u>T/O Strength</u> |
|--------------------------|-------------------------|---------------------|
|--------------------------|-------------------------|---------------------|



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25X9



b. Logistics Support Course (continued item)

25X1A

The final week of field training is devoted to support of Agency Operations, including [REDACTED] Training Officers will conduct final critique on 17 June.

c. Logistics Training for ORR Personnel (continued item)

The OL Training Officer met with members of the Administrative Staff, ORR, this week to discuss arrangements for the indoctrination program in Logistics which ORR has requested for its administrative assistants. A one-day program including a tour of the warehouse was decided upon, to be held the second or third week in July. Details of the program will be worked out in conjunction with our own operating divisions.

d. Monthly Training Coordinators Meeting (new and completed item)

The monthly meeting of Logistics Training coordinators was held on 13 June. Coordinators were asked to assist the Training Officer in preparing suggestions on the over-all training needs of Logistics personnel, to be submitted to the SA/DD/S.

e. New Agency Review Course (new and completed item)

25X1A

A new three-hour review course for returnees has recently been established. Mr. [REDACTED] of the Administrative Staff, OL, attended the session held on 14 June.

25X1A

f. Meeting with SA/DD/S Training (new and completed item)

On 9 June the OL Training Officer met with Mr. [REDACTED] newly appointed Special Assistant for Training Office of the DD/S, to discuss the Logistics Training Program.

g. Current Training - General (new and completed item)

Six OL personnel attended a special TSS familiarization program held on 9 June. The Planning Staff and Transportation Division were represented.

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h. Retention of 14 OL Positions (new and completed item)

Justification for the continued retention of 14 positions in the Office of Logistics was submitted to the DD/S on 15 June. The present tenure of these positions expires on 30 June 1955, with request for further retention to reach DD/S by 15 June 1955.

i. Outline of OL Regulatory Issuances (new and completed item)

A revised Outline of Office of Logistics Regulatory Issuances was prepared and submitted for publication this week. This outline contains Logistics issuances already published, those undergoing various aspects of coordination, and those planned but not yet written.

j. Mail and Courier Activities (continued item)

(1) Mail Activities

Increase or decrease  
over previous report

Post Office Mail

|          |               |       |
|----------|---------------|-------|
| Incoming | 4,175         | / 77  |
| Outgoing | 6,433         | / 829 |
|          | <u>10,608</u> | / 906 |

|                  |          |       |
|------------------|----------|-------|
| Postage Expended | \$819.49 | / .55 |
|------------------|----------|-------|

(2) Courier Activities

|                              |              |       |
|------------------------------|--------------|-------|
| Scheduled Courier Trips      | 315          |       |
| Special Courier Trips        | 143          | - 4   |
| Inter-Agency Mail by Courier |              |       |
| Incoming                     | 1,716        | - 243 |
| Outgoing                     | 2,655        | / 288 |
|                              | <u>4,371</u> | / 45  |

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